

**CITY OF CROSSVILLE, TENNESSEE  
REQUEST FOR QUALIFICATIONS  
AMERICAN RESCUE PLAN ACT (ARPA) CONSULTANT SERVICES**

The City of Crossville, Tennessee, an Equal Opportunity, Affirmative Action Employer, requests Statements of Qualifications from qualified firms to provide Administrative Services for the City of Crossville's ARPA project(s). The City of Crossville is requesting assistance in the project selection, management, funding leverage, and compliance of ARPA funds.

Proposals must be submitted no later than 2 p.m., CST December 28, 2021. They must be either mailed or delivered to:

Valerie Hale, City Clerk  
392 North Main Street,  
Crossville, Tennessee 38555-4275

The Administrative Consultant will be responsible for implementing the City's projects through closeout no later than December 2024. The Administrative Consultant must carry out all activities in accordance with federal and state laws, regulations and procedures of the ARPA program.

All proposals should be submitted in a sealed envelope and marked with the following language: "Statement of Qualifications for ARPA Consultant Services." Proposals will be evaluated on the following factors: Qualifications and Availability of Key Personnel (40 points), Experience (40 points), and the Scope or Services Available for performance (20 points). To be evaluated properly, the following must be addressed in detail: Qualifications - List of qualifications of persons to be assigned to project, Experience - Information regarding the firm's experience and the projects previously undertaken, including the type and amount of grants awarded, and the project activities. Scope of Services - Summarize scope and type of services and administrative activities.

The City of Crossville will award a contract to the qualified firm whose proposal has the highest number of cumulative points issued by the City and determined to be the most advantageous to the City. The contract will include scope and extent of work and other essential requirements. An individual contract will be executed and the contract will be on a lump sum basis.